



Job Location: 1052 S. Highway 92, Dandridge, Tennessee 37725

ATTORNEY 3-ASSISTANT GENERAL COUNSEL

The Department's mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

This staff attorney will be responsible for conducting litigation and legal research in programmatic areas, primarily to include the child support program for the Tennessee Department of Human Services. This position is Executive Services, and located in Dandridge, Tennessee. However, travel to the four (4) counties in the Fourth Judicial District for court will be required. These counties include Cocke, Grainer, Jefferson, and Sevier counties.

Position Responsibilities:

- Travels to assist in litigation in the Fourth Judicial District related to child support services and other legal issues as assigned
- Consults with program staff regarding legal issues for child support services
- Conducts litigation as necessary in both administrative and trial level court forums, including Juvenile, Circuit and Chancery Courts
- Self-directed and produce thorough and accurate professional work

Position Requirements:

- Valid Tennessee law license and driver's license.
- Three (3) to five (5) years of continuous litigation experience required
- Excellent research and writing skills
- Proficient in use of Microsoft Word and Excel
- Candidate must be able to work cooperatively with Department program staff in diverse areas and flexible to work extra hours and days as necessary
- Candidate must be willing to travel (throughout the state of Tennessee)
- Ability to make timely and effective decisions in keeping with the goals and mission of the Department.
- No prior or pending disciplinary actions with the Tennessee Board of Professional Responsibility.

Attorney 3-Assistant General Counsel

Competencies:

- Customer Focus
- Integrity and Trust
- Priority Setting/Time Management
- Presentation Skills
- Dealing with Ambiguity

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit resume, legal writing sample, three professional references and cover letter outlining your related experience to talent.management.dhs@tn.gov by January 17, 2019. All email submissions must include in the subject line: Attorney 3 – Assistant General Counsel
- **Target Salary:** \$60,000 - annually. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check.

This position is not designated with flexible work options.

This position is not currently designated AWS- Alternative Workplace Solution. Any position, however, could ultimately be designated as (AWS), work from home, mobile work or free address.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.